

Federal Data Elements Definitions

POPULATION OF LEGAL SERVICE AREA - The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider. This population figure should be based on the most recent official state population figures for jurisdictions in your state.

PAID STAFF FULL TIME EQUIVALENT - To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE). To compute FTE's for employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

Examples: Per person work week = 15 hours; FTE: 15 divided by 40 = .37

Total hours per week of all part-time = 112; FTE: 112 divided by 40 = 2.8

ALA-MLS - Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

Total Librarians - Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS.

All Other Paid Staff - This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

Total Paid Employees - This is the sum of total librarians and all other paid staff.

BUILDING INFORMATION

Estimated Space in Existing Building in Square Feet - Provide the area, in square feet, of the public library outlet. This is the area on all floors enclosed by the outer walls of the library outlet. Include all area occupied by the library outlet, including those area off-limits to the public. Include any areas shared with another agency or agencies if the outlet has use of that area.

Public Service Hours per Year - This is the sum of annual public service hours for outlets.

PROGRAMS

Children's Program Attendance - The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

LIBRARY SERVICES

Library Visits - This is the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiply that number by 52. This total should include the number of juveniles attending programs.

Reference Transactions - A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail or by electronic-mail. Do not count directional transactions or questions of rules or policies. If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week and multiply the count by 52.

Interlibrary Loans Provided To - These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

Interlibrary Loans Received From - These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

COLLECTION

Book/Serial Volumes - Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.

Subscriptions - This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. NOTE: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues.

Audio - These are materials on which sounds (only) are stored and that can be reproduced mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

Video - These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

Number of Library Materials in Electronic Format - Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

Operating Expenditures for Library Materials in Electronic Format - Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. These expenditures also should be included in the collection expenditures in the financial report.

CIRCULATION

Circulation of Children's Materials - The total annual circulation of all children's materials in all formats to all users. It includes renewals.

Total Circulation - The total annual circulation of all library materials of all types, including renewals. NOTE: Count all materials in all formats that are charged out for use outside the library.

ELECTRONIC TECHNOLOGY

Access to Electronic Services - These are electronic services provided due to subscription, lease, license, consortia membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

Operating Expenditures for Electronic Access - Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. This amount should also be included in the financial report.

Access to Internet - The Internet is the collection of networks that connects government, university, and commercial agencies and is unified by the use of a single protocol suite, TCP/IP.

Number of Internet Terminals Used by Staff Only - Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet.

Number of Internet Terminals Used by General Public - Number of computer terminals used by general public in the library that are used to connect to the Internet.

Number of Users of Electronic Resources Per Typical Week - Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other) online indexes, CD-ROM references sources, software, and the online catalog. Do not include staff use of these resources. Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a week would count as three customers.

OPERATING INCOME - Report income used for operating expenditures as defined. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year.

Local Government Income - This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

State Government Income - These are funds distributed to public libraries by State government for expenditure by the public libraries. This includes the State Stipend.

Federal Government Income - This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

Other Income - This is all income other than that reported by local, state and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.

Total Income - This includes income from the Local government, the State government, the Federal government and all other income.

OPERATING EXPENDITURES - Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents at the point of disbursement should be included. Estimated costs are not reported.

Salaries - This includes salaries and wages for all library staff for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

Employee Benefits - These are the benefits outside of salaries and wages paid and accruing to employees regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

Total Staff Expenditures - This includes salaries and wages, and employee benefits

Collection Expenditures - This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, electronic materials, etc.

Other Operating Expenditures - This includes all expenditures other than those for staff and collection. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, electronic access, and costs incurred in the operation and maintenance of physical facilities.

Total Operating Expenditures - This includes total expenditures of staff, total expenditures on collection, and other operating expenditures (including Operating Expenditures for Electronic Access and Operating Expenditures for Library Materials in Electronic Format).

Capital Outlay - These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.